

# ILLINOIS STATE UNIVERSITY

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## College of Arts and Sciences Recommended Structure and Content of Departmental Governance Documents

### I. Table of Contents

### II. Department/School Mission Statement

### III. Department/School Overview

General statement that the Department Bylaws are consistent with and governed by College of Arts and Sciences Bylaws; Appointment, Salary, Promotion, and Tenure (ASPT) guidelines; College Faculty Status Committee (CFSC) guidelines; Department/School Faculty Status Committee (DFSC/SFSC) guidelines; and applicable Non-Tenure Track faculty collective bargaining agreements.

### IV. Department/School Structure

**A. Chairperson** (for description of appointment, responsibilities, term limit, and policies including five-year review, consult *College of Arts and Sciences Chairs Handbook*)

#### **B. Chair-Appointed Positions**

##### **1. Associate Chair or Director of Graduate Studies**

- a. Appointment Procedure
- b. Responsibilities
- c. Term Limits
- d. Course Release
- e. Replacement of Unscheduled Vacancy in Position

**2. Associate Chair or Director of Undergraduate Studies**

- a. Appointment Procedure
- b. Responsibilities
- c. Term Limits
- d. Course Release
- e. Replacement of Unscheduled Vacancy in Position

**3. Other Chair-Appointed Positions, where applicable**

- a. Appointment Procedure
- b. Responsibilities
- c. Term Limits
- d. Course Release
- e. Replacement of Unscheduled Vacancy in Position

**C. Institute or Program Directorships (see also V., E. Department Sections)**

1. Appointment Procedure
2. Responsibilities
3. Term Limits
4. Course Release
5. Replacement of Unscheduled Vacancy in Position

**V. Committees, Appointed Positions, and Department Sections**

**A. Elected Committees**

**1. Department/School Faculty Status Committee (DFSC/SFSC)**

- a. Responsibilities (consult Department ASPT document)
- b. Election procedure
- c. Number of members
- d. Membership qualifications (Tenured and Tenure-Track)
- e. Term limits (e.g., one- or two-year, staggered, renewable, etc.)
- f. Replacement of unscheduled vacancy on Committee
- g. Replacement of a faculty member during his/her tenure year

**2. Department/School Council**

- a. Responsibilities
- b. Election procedure
- c. Number of members
- d. Membership qualifications (Tenured and Tenure-Track)
- e. Term limits (e.g., one- or two-year, staggered, renewable, etc.)
- f. Replacement of unscheduled vacancy on committee

**3. Other Elected Committees, per template above**

- a. Responsibilities
- b. Election procedure
- c. Number of members
- d. Membership qualifications (Tenured and Tenure-Track)
- e. Term limits (e.g., one- or two-year, staggered, renewable, etc.)
- f. Replacement of unscheduled vacancy on committee

**B. Appointed/Standing Committees**

**1. Graduate Studies Committee**

- a. Formation of committee
- b. Committee responsibilities
- c. Committee member selection
- d. Membership qualifications (Tenured, Tenure-Track, Non-tenure Track, Graduate, and/or Undergraduate)
- e. Term limits
- f. Replacement of unscheduled vacancy on Committee

**2. Undergraduate Studies Committee**

- a. Formation of committee
- b. Committee responsibilities
- c. Committee member selection
- d. Membership qualifications (Tenured, Tenure-Track, Non-tenure Track, Graduate, and/or Undergraduate)
- e. Term limits
- f. Replacement of unscheduled vacancy on Committee

**3. Additional Appointed/Standing Committees, per template above**

- a. Formation of committee
- b. Committee responsibilities
- c. Committee member selection
- d. Membership qualifications (Tenured, Tenure-Track, Non-tenure Track, Graduate, and/or Undergraduate)
- e. Term limits
- f. Replacement of unscheduled vacancy on Committee

**C. Appointed Positions, where applicable** (e.g., symposium coordinators, campus and community liaisons, curators, etc.)

1. Appointment procedure
2. Appointee responsibilities
3. Appointee qualifications (Tenured, Tenure-Track, Non-tenure Track, A/P, Graduate, and/or Undergraduate)
4. Term limits

5. Replacement of unscheduled vacancy in position

#### **D. Ad Hoc Committees**

1. Formation of Ad Hoc Committees
2. Committee member selection
3. Membership qualifications (Tenured, Tenure-Track, Non-tenure Track, Graduate, and/or Undergraduate)
4. Term limits
5. Replacement of unscheduled vacancy on Ad Hoc Committee
6. Time limit for existence of Committee (e.g., one semester, one calendar year, until resolution of need, etc.)
7. Process for turning an Ad Hoc into a Standing Committee

#### **E. Department Sections, where applicable**

##### **1. Directors / Coordinators**

- a. Responsibilities
- b. Appointment procedure
- c. Term limits
- d. Replacement of unscheduled vacancy

##### **2. Laboratories**

- a. Supervisors
- b. Other policies and procedures

### **VI. Department Policies and Procedures**

#### **A. Meetings**

1. Scheduling regular meetings
2. Scheduling special meetings
3. Instructions for placing items on agenda
  - a. Approval of the minutes of the previous meeting
  - b. Old business
  - c. New business and announcements
  - d. Chairperson's report
  - e. Committee reports (Department, College, University)
4. Rules of order
  - a. Voting privileges
  - b. Quorum

- c. Procedures for voting
- d. Meeting time limit

5. Minutes

- a. Policy for taking minutes
- b. Policy for distributing minutes (e.g., within 24 hours, distribution list, etc.)

**B. Department Elections** (see Committee assignments)

**C. Curriculum Revisions**

**D. Admission**

- a. to the Major/Minor
- b. to the Graduate Program

**E. Faculty Assignments**

- a. Course assignments
- b. Other teaching assignments (e.g., research mentoring/supervision)
- c. Administrative/service assignments (e.g., program coordination)
- d. Sabbaticals
- e. Office space assignments

**F. Graduate Assistant Assignments**

**G. Undergraduate Assistant Assignments**

**H. Teaching Evaluations**

**I. Summer Employment Policy**

**J. Academic Advisement**

**K. Travel Funds**

**VII. Amendments to the Bylaws**

**A. Procedure for proposing amendments in writing to the Chair**

**B. Procedure for circulating proposals to faculty and staff**

**C. Procedure for voting on amendments in Department/School meetings**